



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
STAFFING COMMITTEE
HELD ONLINE VIA ZOOM ON 8th APRIL 2021 COMMENCING AT 2PM**

Present: Cllr A McFarlane (Chair), J Raw, C Seabrook and P Verdon.

In attendance: Andrea Mann, Parish Clerk.

SC27/20 Apologies for absence

None.

SC28/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda

None.

SC29/20 Chairs Announcements

None.

SC30/20 Approval of minutes

The minutes of the Staffing Committee held on 2nd March 2021 were revised to confirm this meeting was an additional meeting, then agreed as a true record of the meeting. The minutes would be signed by the Chair at a later date.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

SC31/20 Staffing Committee Annual Schedule

Members reviewed, recorded progress and made revisions to the Staffing Committee annual work schedule as presented with the agenda. No further comments were made.

SC32/20 Staffing Committee Terms of Reference

RESOLVED

The Staffing Committee Terms of reference were revised as per Appendix 1 and would be put forward to Annual Council in May for approval.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

SC33/20 Training & Development Policy

RESOLVED

The Training and Development Policy was revised as per Appendix 2 and would be put forward to Annual Council in May for approval.

(Proposed by Cllr McFarlane, seconded by Cllr Seabrook, all in favour).

SC34/20 Date of next meeting

6th October 2021, 10am.



SC35/20 To exclude the press and public to consider confidential matters
ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential staffing matters.
(Public Bodies (Admission to Meetings) Act 1960).
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

SC36/20 Training Schedule
A draft training schedule was presented with the agenda showing individual Staff and Councillors roles, name of the person holding each position, training needs and record of accomplished training. Following minor revisions it was agreed to circulate the schedule to all staff and Councillors asking them to check for accuracy and add further sector specific or relevant qualifications or training which could benefit OPC's projects and services.

There being no further business the meeting closed at 2.40pm.

Signed.....

Date.....